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18 August 1980

MEMORANDUM FOR THE RECORD

SUBJECT: DDA Exchange Editorial Board Meeting Minutes - 13 August 1980

The DDA Exchange Editorial Board met on 13 August 1980 prior to the first publication of a theme issue. Present were:

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Agenda items discussed were as follows:

- a. The deadline for submission of theme articles was extended two weeks to 15 September 1980.
- b. The advance warning for the next theme issue will be in excess of one quarter/year to give office Senior Editors ample time to solicit and receive an article.
- c. The Exchange printing process was briefly discussed. Basically the steps involve:

Editing (slight) and rekeying by MS/DDA  
 Editing ETECS proofs (1)  
 Editing second ETECS proof  
 G&VA layout and MS editing of layout  
 P&PD layout and MS editing dylux copy  
 Final publication

The cycle should take 4-6 weeks, but because of graphics or photographic requirements can take longer.

- d. I stressed the need for the articles to be our first priority and ETECS format or terminal input as a distant second priority, and offered our help with arrangements for graphics or photographic support.

WARNING NOTICE  
 INTELLIGENCE SOURCES  
 AND METHODS INVOLVED

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 DECL  REVW ON August 00

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- e. We discussed possible examples of Current Events. Examples were the new signs (complete with photographs) on the Headquarters compound, or office location changes.
- f. Management Staff is currently in the process of developing the documentation of Exchange policy and procedures. A copy will be forwarded to each Senior Editor for their reference.

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**Distribution:**

Orig - DDA/MS Exchange Chrono  
1 - DDA/MS Chrono

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DDA/MS

[REDACTED] (15 Aug 80)

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COMMENT

APR 76	BLAKE	DD/A
JUL 76	BUSH	DCI
OCT 76	MALANICK	ADDA
JAN 77	KNOCHE	DDCI
APR 77	BLAKE	DD/A
JUL 77	TURNER	DCI
OCT 77	WELLS	DDO
JAN 78	DIRKS	DD/S&T
APR 78	BOWIE	D/NFAC
JUL 78	WALLER	IG
OCT 78	HETU	OPA
JAN 79	McMAHON	DDO
APR 79	WORTMAN	DD/A
JUL 79	CARLUCCI	DDCI
OCT 79	WARE	D/EEO
FEB 80	CLARKE	D/NFAC
MAY 80	HITZ	OLC